



CLUB PRO 1

COURSE FACILITATOR GUIDE

**A manual for the Course Facilitators for
2nd level of
Tennis Canada's Coaching Certification Program**

**Sixth Edition
March 2007**



ACKNOWLEDGEMENTS

Tennis Canada would like to thank....

COACHING ASSOCIATION OF CANADA

for its commitment to coaching excellence in Canada, for its contribution to the development of Tennis Canada's coaching certification system, and for its assistance in making it possible for leading Canadian coaching to benefit from professional development opportunities.

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport federations, and the Coaching Association of Canada.

Partners in Coach Education



The programs of this organization are funded in part by Sport Canada.



Canadian Patrimoine
Heritage canadien

Printed in Canada September 2006



FOREWORD AND ACKNOWLEDGEMENTS

This Course Facilitator Guide has been prepared to assist Course Facilitators in the delivery of the updated Club Pro 1 Course. It will provide standardisation such that potential candidates will be exposed to the same course and whether they live in Victoria or St. John's or points in between. This manual replaces the 5th edition of the Course Facilitator Manual for the Club Pro 1.

The focus of the updated Club Pro 1 Course is to ensure that the Club Pro 1 can work with recreational level players from the 2.5 to 3.5 level and can implement the most frequent activities required at a tennis facility. These activities will include both on and off court skills which are imperative in order to properly service the clientele at a club, camp or any other tennis program. Regardless of the activity, the Pro will perform all his/her responsibilities with a customer service orientation.

We would like to acknowledge the work of Louis Cayer for his leadership and for his contribution in the design of the new program; and Janet Petras for her contribution to the Off-Court Modules. We would also like to thank David Phillips for his outstanding job in editing and formatting this guide.

Finally, we would like to thank all of our Head Course Facilitators (Marie-France Mercier, Wayne Elderton, Conrad Pineau, Peter Smythe and David Phillips) for their input into the design of this new program and for their continued commitment to providing leadership in Coaching Education in Canada. If you have any questions, please do not hesitate to contact me at 416-665-9777 ext. 7940.

Best of Luck!



Ari Novick
Director, Coaching Development
Tennis Canada

TABLE OF CONTENTS

Forward and Acknowledgements

Using this Manual

Documents Overview
NCCP Core Competencies Map
Pedagogical Approach
Graphic Representation of Skill Acquisition
Learning Activities

Course Overview

Critical Path: Coach
Critical Path: Course Facilitator
Course at a Glance
Summary of Course Work and Evaluations

Course Competencies

Course Map
Summary of Results

Detailed Guide: On Court Modules

Orientation and Assessment
Weekend #1
Weekend #2
Weekend #3

Detailed Guide: Off Court Modules

Making Ethical Decisions
Customer Service
Cover Letter
Interview
Tournament
TPA Fair

Evaluation Procedures and Recording Tools

Answer Keys

Workbook #1, #3, #4
Footwork and Court Coverage Time References
Winning Tennis Tactics Outline and Time References
Problem Solving Using Ball Controls Video Analysis

Feedback that Empowers

Initial Evaluation: Demonstration, Playing and Feeding

Course Evaluation Form